



## **GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF POLICE COMPLAINTS**

### **PROGRAM ANALYST**

The Office of Police Complaints (OPC) is a District of Columbia government agency that receives, investigates, and resolves police misconduct complaints filed by the public against officers of the Metropolitan Police Department (MPD) and D.C. Housing Authority Office of Public Safety (OPS).

#### **DUTIES:**

The OPC Program Analyst is responsible for coordinating several critical OPC programs, including the agency's mediation, conciliation, and complaint examination program, which includes preparing correspondence, scheduling hearings, reviewing decisions, conducting conciliation sessions, and communicating with all participants in the various programs. The Program Analyst will also maintain the agency's databases of requested police records and disciplinary actions, coordinating document requests through database management, ensure police department compliance with requests for police records and the imposition of discipline as well as providing analysis of citizen complaint trends. The ideal candidate will coordinate and conduct alternative dispute resolution (ADR) conciliation sessions between police officers and complainants. The selected candidate will also prepare program-related research and reports for public dissemination in agency reports, and on the agency website.

#### **QUALIFICATIONS:**

Applicants with experience or training in ADR programs, or conducting mediation or conciliation sessions in a public or community setting are strongly encouraged to apply. Applicants must have: 1) a four-year college degree in criminal justice, public administration, political science, or related field required, 2) three to five years of related work experience, or a combination of advanced education in related area of study and experience, 3) excellent organizational, time-management, and verbal and written communication skills, 4) strong analytical and interpersonal conflict resolution skills, and 5) experience dealing with diverse populations. Applicants should also be proficient with Microsoft Office applications, including Word, Excel, Access, PowerPoint, and Publisher. Familiarity with SPSS or other social research applications is desirable.

#### **DETAILS:**

Education requirements: Four year degree, preferably in public policy, political science, law, criminal justice, or alternative dispute resolution.

Employment: Full time, Entry - Professional level

Salary range: annual, \$53,585 - \$69,092. Salary is based on relevant work experience.

Benefits based on: D.C. Government offerings

## **HOW TO APPLY:**

To apply, please go to: <http://careers.dc.gov>, and search for Job # JO1502-1245. Please be sure to upload your cover letter and resume.

Due to the large volume of applications, OPC will not be accepting telephone or email inquiries regarding the status of your application.

*The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.*

ADDITIONAL INFORMATION: For more information about OPC, please visit the agency's website at [www.policecomplaints.dc.gov](http://www.policecomplaints.dc.gov).